

The following is a checklist to assist those working on locally administered projects. This list assumes that the project is federally funded and can therefore be shortened if state funds are used exclusively. Please check with the VDOT project manager or coordinator for further information.

LOCALLY ADMINISTERED PROJECT CHECKLIST

VDOT PROJECT NUMBER: _____

VDOT UPC NUMBER: _____

FEDERAL PROJECT NUMBER: _____

PROJECT DESCRIPTION: _____

NOTE: Actions applicable to your project have been checked. These actions are sequential and must be completed in the order as listed.

NOTE: Authorization to proceed is necessary for each phase before costs can be incurred.

Project Agreement

- ☐ Project in TIP/STIP-Approved
- ☐ Sufficient funding in approved Six Year Improvement Program to cover Preliminary estimate
- ☐ Draft Project Administration Agreement received from VDOT
- ☐ Executed Project Administration Agreement
- ☐ State Environmental Review Process (SERP) Acknowledgement form received from VDOT. Signed by locality and forwarded back to VDOT Environmental Contact.
- ☐ **Written authorization to proceed with Preliminary Engineering received from VDOT**

Preliminary Engineering Phase

- ☐ Scoping Meeting
- ☐ SERP process initiated
- ☐ Project schedule determined
- ☐ Scoping completed on project

- ☐ NEPA Document Concurrence Form completed and submitted to VDOT Environmental Contact.
- ☐ Environmental document determination submitted to VDOT Environmental contact.
- ☐ **NEPA document approval received from VDOT**
- ☐ Proposed professional services contract submitted to VDOT for pre-award audit
- ☐ Pre-award audit completed
- ☐ Contract awarded for professional services
- ☐ Project design underway
- ☐ 30% Plans submitted to Project Manager for review and comment
(Estimated Date: _____)
- ☐ Preliminary Field Inspection team meeting
- ☐ Draft NEPA environmental document submitted to VDOT Environmental contact for review and submission to FHWA. (Estimated Date: _____)
- ☐ FHWA-signed NEPA document available to the public at least 30 days prior to public hearing.
- ☐ Public Hearing team meeting (N/A for Willingness) (Estimated Date: _____)
- ☐ Notice of Public Hearing in paper 30 days prior to Public Hearing
- ☐ Public Hearing held or “Notice of Willingness” posted
- ☐ Value Engineering review for projects with construction costs exceeding \$5,000,000.00
- ☐ Location/Design approval –Commonwealth Transportation Board
- ☐ Environmental compensation and mitigation (related to wetlands and stream impacts). Locality needs to consider whether property will be needed for compensation and mitigation requirements of permits.

Right of Way Phase

- ☐ Approved Right of Way Plans/Utility Plans –Agreement

- ☐ Appraisal obtained for property to be purchased or donated
- ☐ Appraisal/Negotiations/Relocations sent to VDOT District Right of Way Manager for approval
- ☐ Approval received from VDOT District Right of Way Manager (Checklist RW 301)
- ☐ Approved appraisal of Basis Acquisition Report (depending on value of property to be acquired); a copy of the plat; and the approved environmental document sent to VDOT Project Manager requesting Right of Way authorization
- ☐ Quality control check by environmental contact and Federal funding used in Right of Way acquisition
- ☐ **Written authorization to proceed with property acquisition received from VDOT (Estimated Date: _____)**
- ☐ Railroad Agreement signed

Plan Design and Bid Document Preparation

- ☐ Preliminary plans submitted to VDOT Project Manager for review and comment at approximately 65% complete. (Estimated Date: _____)
- ☐ Field Inspection team meeting
- ☐ Comments and/or revisions received from VDOT
- ☐ Plans revised to include VDOT recommendation
- ☐ All environmental permits obtained
- ☐ Pre-Advertisement team meeting
- ☐ Right of Way information submitted to VDOT with a request for right of way certification
- ☐ Environmental Certification completed by VDOT Environmental contact.
- ☐ Engineer's Estimate prepared
- ☐ QA/QC Review
- ☐ Contract prepared including all applicable specifications and federal provisions

- ☐ Final plans, specifications, and estimate submitted to VDOT for review and approval. (Estimated Date: _____)
- ☐ **Written authorization to proceed with project advertisement received from VDOT**

Advertisement and Construction Phase

- ☐ Project publicly advertised for a minimum of 3 weeks
- ☐ Bids received and read publicly
- ☐ Bids verified for accuracy; low bidder identified
- ☐ Bid information, including bid tabulation and letter of recommendation from locality submitted to VDOT
- ☐ Contract awarded by the Commissioner or CTB at their monthly meeting; generally the third Thursday of each month. (Estimated Date: _____)
- ☐ **Written authorization to proceed with construction received from VDOT**
- ☐ Pre-Construction meeting with selected contractor
- ☐ Construction contract awarded to low bidder
- ☐ City-State Agreement signed
- ☐ Form C-5 submitted to VDOT once construction begins
- ☐ Change Orders submitted to VDOT Residency as applicable
- ☐ Final inspection scheduled with VDOT Resident Engineer
- ☐ Project received final acceptance from VDOT and a completed Form C-5 submitted to VDOT. (Estimated Date: _____)

VDOT Contacts

VDOT Program Manager: _____

VDOT Environmental Contact: _____

VDOT Residency Contact: _____

